

**Wallingford Public Library Association**  
**Board of Managers Meeting**  
**March 23<sup>rd</sup>, 2024**  
**7:30 p.m.**

The meeting of the Wallingford Public Library Association Board of Managers was held on Monday, March 25<sup>rd</sup>, 2024.

Board Members Present In-Person: Art Elliott, Lisa-Marie Bellmore, Dara Solan, Pat Bentley, Jaime Hine, Maria Rodrigues McBride, Carol Mikulski, Jared Liu, Andrew Whitehouse, Willi Stahura, Deron Chang, Suzanne Wright, and Board Fellows Megan Grossman & Ilana Hamer

Board Members Present Virtually: Tricia d'Oliveira, and Umera Raza

Board Members Absent: Kristi Doerr

Also Present: Head of Borrower Services Barbara Cangiano, Assistant Library Director Julie Rio, and Library Director Sunnie Scarpa

Board President Jared Liu determined that a quorum was present and called the meeting to order at 7:32 p.m. Roll was called with all Board Members acknowledging.

**Public Comments:** None

**Departmental Update:** Ms. Cangiano informed us that Borrower Services for the Wallingford Public Library has the highest circulation in the LION Consortium. She oversees a staff of 16 people. The Staff has done several things to promote both the traditional and non-traditional services the Library offers. Including factoid bookmarks, off site card sign up events, "Day I Got My First Library Card" certificates aimed at children, and allowing teens to get library cards by themselves. During September, National Library Card Sign-up Month, Borrower Services ran a bingo game encouraging patrons to explore Library Programs, and Services, in almost every department.

**Approval of Minutes:** The Board reviewed the Minutes of the February 26<sup>th</sup>, 2024, Board of Managers meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Mikulski, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the February 26<sup>th</sup>, 2024, Board Sponsored Committee meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Bellmore, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the March 5<sup>th</sup>, 2024, Buildings and Grounds Committee meeting.

On a motion duly made by Ms. Wright, seconded by Ms. Mikulski, it was unanimously **VOTED** to approve the Minutes.

The Board reviewed the Minutes of the March 21<sup>st</sup>, 2024, Retirement Committee meeting.

On a motion duly made by Ms. Wright, seconded by Mr. Chang, it was unanimously **VOTED** to approve the Minutes.

### **Treasurer's Report:**

#### **Bank Account and Income Statement Review:**

- In the February meeting, we reported a balance of \$4,098,487 in the bank accounts as of January 31<sup>st</sup>.
- The total balance of the bank accounts as of February 29<sup>th</sup> was \$4,073,919. That's a total decrease of 24,568 for February.
- As of February 29<sup>th</sup>, our year-to-date net income was income of 287,575, which is 363,464 above budget.
  - Our Gross Profit was overbudget by 201,005. We received an unbudgeted state grant of \$56k in February. Also, year to date donations and dues received are \$15k and \$10k over our budget, respectively.
  - Our expenses were underbudgeted by 162,459. The primary driver for this is our employee expenses, which were under budget by \$149k.

On a motion duly made by Ms. Wright, and seconded by Mr. Elliott, it was unanimously **VOTED** to approve the Treasurer's Report for February 2024.

**Library Director's Report:** Ms. Scarpa gave us the details of a gas leak that occurred on Saturday, March 9<sup>th</sup>. The Supervisor on site called 911 and the Library was evacuated. An ignition switch malfunctioned, releasing gas into the building. The leak was well below a dangerous level, and, after quickly resolving the issue, the Library was open for normal hours on Sunday.

Budget Update: No update until the Town gets back about the coming year's insurance rates.

Vendors have gotten back the Library in reference to updating the security systems. Ms. Scarpa would like to move forward with a company offering updates on fire alarms, general alarms, in addition to 10 new 360-degree cameras. The old security cameras would be integrated into the new system as well. Additions and updates will be easier with this system as well.

On a motion duly made by Ms. Mikulski, and seconded by Mr. Hine, it was unanimously **VOTED** to authorize up to 82,000\$ for the new security system.

Ms. Scarpa also bragged about meeting the President of the American Library Association, Emily Drabinski. They had a conversation about libraries and social isolation.

In April, some Staff will complete a round of Facilitation Training so they can run DEI programs & conversations on race.

The group of Regional Navigators are expanding their language skills to be able to include more of the patron community. They will be working with the Digital Navigators when they are out in the community.

Ms. Rio and Ms. Scarpa have spoken with three companies about the previously budgeted Updated Website and have chosen Library Market to produce it. Board Member Lisa-Marie Bellmore will be assisting with some design ideas. The targeted roll out for the new website is September.

Chris Ciemniewski is producing an ad for new merchandise (hats) and is wondering if any Board Members would like to volunteer.

### **Committee and Taskforce:**

**Board Sponsored Events:** Ms. Mikulski stated there would be a recognition brunch for Bookseller volunteers on April 14<sup>th</sup> 1 to 2pm. The Bookseller is able to pay Staff to keep the Library open for our Sunday hours, and the Library Speaker Consortium Speaker Series. Bookseller volunteers will also be invited to the Volunteer Appreciation event as well.

The 125<sup>th</sup> anniversary of the Library becoming a free public library is in December. Ideas to note and celebrate the anniversary were brainstormed. Ms. Rio will price out some options.

**Buildings and Grounds:** Mr. Elliott stated the Committee met and looked at options to spend down previously unspent funds on one time capital projects. A plan was drawn up to expand Staff office space and add two larger study rooms. The Committee walked through the space and **Recommended** to the Board approving up to 750,000\$ for the project.

On a motion duly made by Ms. Wright, and seconded by Ms. Bellmore, it was unanimously **VOTED** to approve up to 750,000\$ for the office space/study room project.

There may be additional funds to spend down at the end of the fiscal year, so the Committee walked through some other project options as well. The Committee will make Recommendations if/when that happens.

Retirement Committee: Mr. Elliott reported on two issues the Retirement Committee went over. An underperforming retirement fund was flagged by co-fiduciary, PlanPilot, and was switched out for a fund that had better performance. No Staff were invested in the fund that was swapped out.

The Committee also Recommended a Roth 403(b) Retirement Plan be created and offered to Staff.

On a motion duly made by Mr. Hine, and seconded by Ms. McBride, it was unanimously **VOTED** to approve the creation of a Roth 403(b) Retirement Account.

President's Comments: Mr. Liu asked the Board to practice discretion when discussing Staff, Financials, or other possible sensitive information. The Board gets some information that has yet to be made public and may involve people who might not want that information widely known. It's our obligation to be respectful with that information.

Other Business: Ms. Stahura wanted to take a moment to note how impressed she was with the recent Library Programming. She mentioned the Hibernation Book Club as being particularly in-depth, and how interesting the Wallingford Table Series, and Silent Reading Evening sounded. Mr. Elliott agreed, citing the Madeline Miller virtual meeting.

The Meeting was adjourned on a motion duly made by Mr. Elliott, seconded by Mr. Chang, it was unanimously **VOTED** to adjourn at 8:51p.

The next meeting of the Wallingford Library Association is scheduled for Monday, April 15<sup>th</sup>, 2024, at 7:30p.

Respectfully submitted,  
Art Elliott  
Secretary